

TERRY HUSSEMAN ACCOUNT (THA) GRANTS

APPLICATION INSTRUCTIONS FOR EAGL



*Columbia Basin near Bissell Valley
Photograph taken by Gary Krause*

Eligible Projects:

Terry Husseman Account (THA) funding opportunity grants support locally sponsored projects that restore or enhance the natural environment. Typical projects address water quality issues and fish and wildlife habitat protection or enhancement in or adjacent to waters of the state (i.e., streams, lakes, wetlands or the ocean).

Projects that restore or enhance the **natural environment** may be proposed to address an environmental emergency. An environmental emergency is a risk to the natural environment, as a result of a natural or man-made disaster.

Projects that are of a **statewide significance** propose innovative approaches or technologies that could be applied in multiple watersheds throughout Washington, and result in a significant improvement to the natural environment.

To be considered, projects must provide primary benefits to public resources (land or water stewardship) and affiliated infrastructure.

Project proposals that address an environmental emergency or are of a statewide significance may be submitted at any time but must meet all of the evaluation criteria to be eligible.

Eligible Applicants:

- Washington counties, cities, and municipalities
- Other state recognized local governments:
 - Conservation Districts
 - Special Purpose Districts (i.e. Ports and Public Utility Districts)
- Federally recognized Tribal governments
- State Agencies
- Regional Fisheries Enhancement Groups (RFEGs)

THA Application Requirements

To apply for a THA funding opportunity, you must complete and submit an application in the Ecology Administration of Grants and Loans (EAGL) web-based system. To access the application forms, applicants must first register through Secure Access Washington (SAW).

Once you have been validated as a new user by Ecology's EAGL System Administrator you will have access to EAGL. *Please register promptly as it may take up to three business days for Ecology to approve your user request.*

THA - APPLICATION INSTRUCTIONS FOR EAGL

Ecology Administration of Grants and Loans (EAGL)

EAGL is built using the following **seven processes** known as the “Life Cycle” of a grant or loan:

1. **Application** (as an Applicant, you will be in the Application process)
2. Agreement
3. Amendment
4. Payment Request and Progress Reports (PRPR)
5. Equipment Purchase
6. Site Visit Report
7. Close Out Report

Important User Tips for Navigating the EAGL System – before you begin



Before you begin filling out each of the THA application forms, please read through the following tips, as they will help you navigate the EAGL system a little easier.

1. Familiarize yourself with how EAGL Roles are assigned at the Organization and Document levels –**Only someone in the Authorized Official Role can view available funding opportunities, initiate, and submit an application.** The Contractor role may view available funding opportunities and initiate a new application, but the completed application must still be submitted by an Authorized Official.

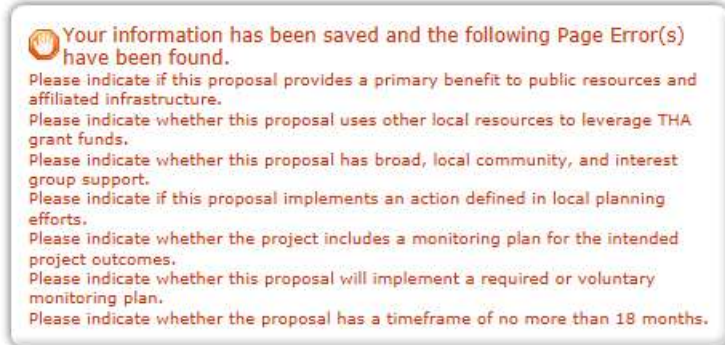
Only the Authorized Official can change role assignments at the organization or document level. Roles set at the organization level serve as the user’s default role on newly initiated applications. Please reference, System Roles and Application Contacts (beginning on page 6) of the **EAGL User Training Manual** for comprehensive guidelines on assigning staff roles in EAGL.


During the application process you will be asked to identify contact people from your organization. Please note that the Authorized *Signatory* is a contact type and independent from the organization/document role of Authorized *Official*. Contact types do not affect document permissions and any contact person can be in any document/organization role.

2. **When you apply, a document number is automatically assigned to your application** – When the system generates your application-Document #, write it down so that you can easily search for it later, while you complete your application forms.
3. **SAVE regularly** – Both the SAW and EAGL systems have timeout features based on inactivity for security purposes. As you fill out your application, in EAGL, remember to **SAVE** often to ensure your application data entry is secure. Once saved, you can exit the EAGL system, and revisit your application-Document #, and begin again where you left off earlier. The **SAVE** button is located at the top (right), in the EAGL system, found on each application form.
4. **Spell Check** – The EAGL system is not a word processing application. Please be sure to double check for typos and grammar prior to submitting an application. Modern web browsers such as Internet Explorer 11 or later, Mozilla Firefox, and Google Chrome may offer spell check features to assist with your application. Keep in mind that **Ecology officially supports Internet Explorer.**

5. **Formatting** – The EAGL system is not a word processing application, which means it does not read special characters or formatted text easily. For best results, type directly into the textboxes or cut and paste your text into the textboxes from Notepad or a Word document saved as plain text.
6. **Red Asterisk *** – A red asterisk indicates the field is required. Applications may not be submitted if any of the required fields are left blank. The system will indicate an error notice.
7. **Red Cross**  – A red cross is a hover symbol, which indicates more information is available. Hover over it and will bring up text instructions, (e.g. Refer to funding guidelines).
8. **Global Errors**  – A hand on an orange stop sign indicates an error. Once you have filled out each of the THA Application Forms *in order*. It is recommended you run the “Check Global Errors” command. The **Check Global Errors** button, is located at the top (right), in the EAGL system, found on each application form. If you do get global errors, go to the actual form, the error message notes, edit it, and resave each of the forms in the order the forms are listed in the **Forms Menu**, not the global error message.

Global Errors

 Your information has been saved and the following Page Error(s) have been found.

- Please indicate if this proposal provides a primary benefit to public resources and affiliated infrastructure.
- Please indicate whether this proposal uses other local resources to leverage THA grant funds.
- Please indicate whether this proposal has broad, local community, and interest group support.
- Please indicate if this proposal implements an action defined in local planning efforts.
- Please indicate whether the project includes a monitoring plan for the intended project outcomes.
- Please indicate whether this proposal will implement a required or voluntary monitoring plan.
- Please indicate whether the proposal has a timeframe of no more than 18 months.

Use **Right** side scroll bar to **scroll up and down**.

9. **Navigation on forms** – The system uses scroll bars for navigating on any of the forms:
 - **Right** side scroll bar allows you to **scroll up and down**.
 - **Bottom** scroll bar allows you to scroll **left to right**.



Additional Comments

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Use **Bottom** scroll bar to **scroll left to right**.

THA - APPLICATION INSTRUCTIONS FOR EAGL

EAGL – User Manual

The EAGL System User Manual is located on the **Welcome Page** under **My Training Materials**. The EAGL User Guide walks users through many important features of the EAGL system.



Locating the THA Funding Opportunity

The **Welcome Page** is where applications are initiated, where an inbox for communication between the applicant and the agency is located, and also a task list for items that need action. **NOTE:** You must be an **Authorized Official** or **Contractor** to apply for a funding opportunity.



Hello ECYTest, please choose an option below.

View Available Opportunities

You have **26** My Opportunities available.
Select the **View Opportunities** button below to see what is available to your organization.

[VIEW OPPORTUNITIES](#)

To apply for a THA funding opportunity, click on the **View Opportunities** button; you will be taken to the **My Opportunities** screen.

THA - APPLICATION INSTRUCTIONS FOR EAGL

Applying for a THA Funding Opportunity

On the **My Opportunity** page, type in Terry (for Terry Husseman) and click the Filter button, The THA Application Funding Opportunity appears. If you meet the eligibility requirements, click the **Apply Now** button.

DEPARTMENT OF ECOLOGY
State of Washington

Ecology's Administration of Grants & Loans (EAGL)

[My Home](#) | [My Applications](#) | [My Reports & Payment Requests](#) | [My Reports](#) | [My Training Materials](#) | [My Organization\(s\)](#) | [My Profile](#)

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My Opportunities

To apply for an item listed below, select the **Apply Now** button below each description.

RESET MY OPPORTUNITIES

Provider:

Document Instance:

Due Date (From - To): -

FILTER

Shorelands Terry Husseman Account for Rollover Test Organization
Offered By:
Department of Ecology

Application Availability Dates:
04/01/2016-open ended

Application Period:
not set

Application Due Date:
not set

Description:
The Washington State Legislature created the Coastal Protection Fund (CPF) as a non-appropriated revolving fund to pay for projects that:

- Restore or enhance environmental, recreational, archaeological, or aesthetic resources for the benefit of Washington's citizens
- Investigate the long-term effects of oil spills
- Develop and implement aquatic land geographic information systems

Within the Department of Ecology, the account is divided into the Spills sub-accounts (Natural Resource Damage Assessments and the John Bernhardt Account) and the Water Quality sub-account, known as the **Terry Husseman Account (THA)**. Payments from penalties issued for water quality violations of the Water Pollution Control Act are deposited into the **THA**. The account's purpose is to honor the past contributions and successes of Mr. Husseman in the field of environmental management. This funding opportunity is limited to the Terry Husseman Account. THA Grants support locally sponsored projects to restore or enhance the natural environment. Typical projects address water quality issues and fish and wildlife habitat protection or enhancement in or adjacent to waters of the state, (i.e., streams, lakes, wetlands or the ocean). To be considered, a project must provide primary benefits to public resources (land or water stewardship) and affiliated infrastructure.

After you select the Apply Now button, a new application will be generated and an application number will be assigned. Make note of the application number because you will use it to search for the application.

If you intend to complete only one application for this opportunity and have already started an application by selecting the "Apply Now" button once, **Do Not Select the "Apply Now" button again.** Please select "My Applications" from the top menu and search for the application you previously created. On the "My Applications" page, enter your application number into the Application Name field and select Search.

APPLY NOW **NOT INTERESTED**

Note: Please disregard the Application Availability Dates, Application Period, and Application Due Date – shown in this graphic. These dates coincide with the current funding cycle and will be shown in the LIVE – EAGL environment when you begin your application.

From the **My Opportunities** screen, click on the **Apply Now** button.

THA - APPLICATION INSTRUCTIONS FOR EAGL

Application Menu

You have now entered the Application process, the system has automatically assigned a **Document Information** number to you. It is important to write this number down, as it will become your parent document number which will show up on each of your application forms. And if your application is chosen to be funded, it will be your assigned grant number throughout the “Life Cycle” of your grant.

Application Menu



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Application Menu

Document Information: **SEATHA-VER2-RTO-00019**

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	Rollover Test Organization	Authorized Official	Application In Process	N/A - N/A N/A

A number similar to this will be your **application-parent document number** and will be shown on all of your forms and documents. You will want to write it down so you can easily search for your document later.

View, Edit and Complete Forms

Select the **View Forms** button below to view, edit, and complete your application, funding agreement, and/or amendment forms. The document's current status and your role determines which forms are editable.

[VIEW FORMS](#)

Click on the **View Forms** button, under the **View, Edit and Complete Forms** – this takes you to the Application Menu – Forms screen.

Application Forms Menu – View, Edit and Complete Forms

On the Applications Forms Menu, click on the **View Forms** button, under **View, Edit and Complete Forms**. This will take you to the **Application Menu – Forms** screen. This is where you will find each of the necessary application forms that you will fill out in order to submit a complete application.

HELPFUL TIP: The dark blue ribbon (in the graphic above) – indicates what **Role** you are in (e.g. Authorized Official) and what the **Current Status** is of your application (Application In Process). Within each process, always check your role and your document's current status because this determines what work needs to be done in the process you are in.

THA - APPLICATION INSTRUCTIONS FOR EAGL

Application Menu - Forms

On the **Application Menu – Forms** screen, you will find the Terry Husseman Account (THA) **Funding Guidelines** and **Application Instructions**, as well as the **nine application forms**, you will be required to fill out. This is where the vast majority of your work in an application will be completed. Remember to **SAVE** each form before moving to the next one.



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Application Menu - Forms

Please complete all required forms below.

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The **THA Funding Program Guidelines** and **Application Instructions** are located here.

Forms

Status	Page Name	Note	Created By	Last Modified By
Funding Program Guidelines				
	Terry Husseman Account Application Instructions			
	Terry Husseman Account Guidelines			
Application Forms				
	General Information			
	Statutory or Regulatory Authority			
	Project Type Explanation			
	Recipient Contacts			
	Location Information			
	Scope of Work - Task 1 Project Admin			
	Scope of Work - Additional Tasks			
	Scope of Work Summary			
	Budget Task Cost			
	Uploads			

You will find the Application Forms, Under the **Application Forms** ribbon. There are ten application forms. It is easiest if you fill out and **SAVE** each form in the order they appear here.

Each form will have an icon to the left indicating it is a **blank form**. Once you fill out and **SAVE** each form, the icon will change.

It will now be a **pencil on paper**, indicating the form has been filled out and saved.

HELPFUL TIP: To navigate to each of the forms, click on your **Document Information #**, (at the top of the screen) this will take you to the **Application Menu**, then click on the **View Forms** button, under the **View, Edit, and Complete Forms** this takes you back to the Application Menu – Forms screen where all of the forms are located.

THA - APPLICATION INSTRUCTIONS FOR EAGL

General Information - Form

The **General Information** Form is the first form you will see.

Here you will want to include a project title, short and long project descriptions, total project and eligible costs, effective and expiration dates, choose a project category, whether or not your project will be collecting data, and an overall project goal.

There are three **project categories** to choose from:

1. **Restoration or Enhancement:** You will choose the Restoration or Enhancement project category unless your proposal has an environmental emergency or a statewide significance component to it. Please describe in the short and long descriptions, and the overall project goal, how your project restores or enhances the natural environment.
2. **Environmental Emergency:** If your project is the result of an environmental emergency where the risk to the natural environment is high due to a natural or man-made disaster, then choose this project category and describe the impacts to the natural environment that have occurred. Explain how your project restores or enhances the natural environment in both the short and long descriptions, as well as the overall project goal.
3. **Statewide Significance:** If your project has a statewide significance that propose innovative approaches or technologies that could be applied in multiple watersheds throughout Washington, then choose this project category and describe the significant improvement to the natural environment in the short and long descriptions and the overall project goal.

HELPFUL TIP: The information on this form, and your Scope of Work forms, will be used by Ecology to screen, evaluate, and score your application. Please reference the **THA Funding Guidelines as they describe the application evaluation scoring criteria, Scope of Work and the Budget scoring guides**. The information will help guide you in writing your application. The information entered on all of the application forms will be the basis of your grant agreement, if your project is chosen for funding. At which time, you will work with an Ecology Project Manager and Financial Manager to negotiate the terms of your agreement.

The following page 9 (of these instructions) shows a graphic description of the required text fields found on the General Information - Form.

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General Information – Form (continued)



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Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	Rollover Test Organization	Authorized Official	Application In Process	N/A - N/A N/A

You are here: > [Application Menu](#) > [Forms Menu](#)

GENERAL INFORMATION

Instructions:

Please fill in the appropriate fields.
Required fields are marked with an *.
When done, click the **SAVE** button.

Project Title

Project Short Description

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Project Long Description

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Total Cost

Total Eligible Cost

Effective Date

Expiration Date

Ecology Program

Shorelands

Project Category*

☐ Restoration or Enhancement

☐ Environmental Emergency

☐ Statewide Significance

Will Environmental Monitoring Data be collected?

Overall Goal

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Be specific with your **Project Title** description. It is a valuable component for Ecology's Screeners and Evaluators during the application scoring process.

The **Project Long Description** should be detailed enough to allow the Ecology's Screeners and Evaluators to efficiently screen, evaluate, and score your application. The system field accepts up to 4,000 characters.

Both the **Total Cost** and **Total Eligible Cost** will be the same, as there are no match requirements. Other funds contributed can be written within the Project Description text portion. **Expiration date** cannot be longer than 18 months.

After reading the **General Information Form**, (details found on prior page 8), choose the Project Category that best describes your project:

1. **Restoration or Enhancement**
2. **Environmental Emergency**
3. **Statewide Significance**

Explain the **Overall Goal** you hope to achieve with your project. Be as specific as possible.

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Statutory or Regulatory Authority - Describe how your project will restore or enhance the natural environment. To be considered, projects must provide primary benefits to public resources (land or water stewardship) and affiliated infrastructure.

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STATUTORY OR REGULATORY AUTHORITY

Please answer the following question for your project proposal:

* How does this project restore or enhance the natural environment?
RCW 90.48.400 Coastal Protection Fund-Disbursal of moneys from
RCW 90.48.390 Coastal protection fund-Established-Moneys credited to-Use
This project is an environmental restoration intended to restore environmental salmon habitat resources for the benefit of Washington's citizens.
This project will occur on public lands.

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* Has a THA Grant been previously awarded for this project or a similar one at the same site? Yes ☒ No ☐

If yes, please indicate:

Prior Grant's Number: G1800000
Year: 2000
Project Title: TEST River Riparian Enh

Identify sources and type of funding other than through this program grant. Include expected dates of participation. Upload letters of commitment, offer letters, application approvals etc.

Source and Type of Funding	Source	Amount	Percentage	Status	Dates of Participation

Upload Documents
To upload a file
Enter a description for the file, then click BROWSE
Select your file and click SAVE. Repeat for each file.
To remove a file
Remove the file description
Select the Delete checkbox next to the file
Click SAVE. Your file will be removed.

Upload Description Attachment Browse...

* Does the project recipient own all of the land where the project would occur if funded? Yes ☐ No ☒

If no:
Will the recipient be able to get permission to enter the project site? Yes ☒ No ☐ N/A ☐
Is a landowner agreement readily available? Yes ☐ No ☒ N/A ☐

The **SAVE** button is located at the top right of every form in the EAGL system. Remember to **SAVE** often. The Page Information icon will appear indicating your page has been saved.

If your answer is **yes**, you have received a prior grant award for this project or a similar one, please be sure to list the source and type of funding.

The **Upload Document** section allows you to upload pertinent prior project information.

You can **Upload** Land owner agreements on the Project Type page – question 8 Readiness to Proceed.

Describe how your project is ready to proceed and if you have acquired or soon will be acquiring the necessary feasibility reports, engineering designs, and or associated permits. The system allows you to upload pertinent information in the Upload Documents section.

THA - APPLICATION INSTRUCTIONS FOR EAGL

Project Type Explanation

On the **Project Type Explanation** form you will answer **eight** project type questions. *Ecology uses this information to decide which projects have the highest need to be funded based on local, regional and statewide natural resource management priorities and as balanced with our financial capacity to provide project awards throughout the year.* **For questions 2-8 you are allowed to upload pertinent supporting documentation.** Please use specific naming conventions for all of your uploads, (e.g. Project Name-Feasibility Study; Project Name-Permit; Project Name-Engineering Designs).

THA - APPLICATION INSTRUCTIONS FOR EAGL

Project Type Explanation (continued)

The following eight **Project Type Explanation** questions:

- *1. Does this proposal provide primary benefits to public resources (land or water stewardship) and affiliated infrastructure? ☒ Yes ☐ No

If no, STOP. Do not submit this application.

If yes, answer all of the following questions that apply to your project.

- *2. Does this proposal use other local resources (financial, in-kind, or volunteer) to leverage THA grant funds? ☒ Yes ☐ No

If Yes, please provide supporting information or evidence. Please explain how the funds will be used. Include expected dates of participation. Upload letters of commitment, offer letters, application approvals, etc.

A local landowner has pledged donation of his labor, use of his tractor, tractor fuel, building materials for rafts and use of his land for a long-term composting site.

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Upload Supporting Documents

Upload Description

Attachment

Browse...

- *3. Does this proposal have broad, local community and interest group support? ☒ Yes ☐ No

If Yes, please provide supporting information or evidence

The TEST Subbasin Salmon and TEST Steelhead Recovery Plans identify submerged aquatic plants as serious concerns limiting salmon habitat. WDFW and TEST CD staff have worked together to identify high priority habitats where water stargrass should be removed to improve salmon habitat. TEST CD has received many phone calls, landowner complaints and questions about the overabundance of aquatic plants in the lower TEST River.

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Upload Supporting Documents

Upload Description

Attachment

Browse...

- *4. Does this proposal implement an action defined in local planning efforts, such as:

- ☒ Local Fish Recovery Plan
☐ Local Total Maximum Daily Load (TMDL) Plan
☐ Watershed Management Plan
☐ Shoreline Master Program
☐ Critical Areas Ordinance
☐ Other (specify)

Please check all of the appropriate boxes that are applicable to your project.

Please provide any supporting information or evidence

TEST Subbasin Salmon and TEST Steelhead Recovery Plans

Please provide an explanation in the text box and upload supporting documentation.

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Upload Supporting Documents

Upload Description

Attachment

Browse...

THA - APPLICATION INSTRUCTIONS FOR EAGL

Project Type Explanation (continued)

*5. Does the project include a monitoring plan to monitor for intended project outcomes?

☐ Yes ☒ No

If Yes, please provide supporting information or evidence

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Upload Supporting Documents

Upload Description

Attachment

Browse...

*6. Does this proposal implement a required or voluntary monitoring plan?

☐ Yes ☒ No

If Yes, please provide supporting information or evidence

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Upload Supporting Documents

Upload Description

Attachment

Browse...

*7. Does the proposal have a project time frame of no more than 18 months from the time the grant is awarded to project completion? If this is not the case and the time frame is longer than 18 months, please explain why additional time is needed.

☐ Yes ☒ No

If additional time is needed, please provide supporting information or evidence

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Upload Supporting Documents

Upload Description

Attachment

Browse...

*8. Readiness to Proceed - Briefly describe the status of existing and will need to provide documentation of all relevant information

TEST CD is ready to proceed immediately. Washington Department of Fish and Wildlife has authorized the project through an HPA via the Aquatic Plants & Fish Pamphlet. TEST County has authorized a Shoreline Exemption. Washington Department of Natural Resources, Aquatic Lands Division has been briefed on the project and is not requiring a conservation license.

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Upload Supporting Documents

Upload Description

Attachment

Browse...

In the **Readiness to Proceed** text box, describe how your project is ready to proceed and if you have acquired or soon will be acquiring the necessary feasibility reports, engineering designs, and or associated permits, and landowner agreements.

The **Upload Document** section allows you to upload pertinent feasibility reports, engineering designs, and or associated permits, landowner agreements and documentation to substantiate your project.

THA - APPLICATION INSTRUCTIONS FOR EAGL

Recipient Contacts

You will choose your contacts from the drop down lists. If you cannot find an individual from your Organization, then please check to see if that individual has set up their own SAW account and EAGL registration. *Remember, each staff member of your organization that will have a role on the project (e.g., project manager, authorized signatory, and billing contact) must each establish their own separate SAW accounts before you can apply.*



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RECIPIENT CONTACTS

Instructions:

Please select an individual from your organization for each contact type.
Required fields are marked with an *.
When done, click the SAVE button.

Project Manager *

Authorized Signatory *

Billing Contact *

Q: Who, from my organization, can fill out this form?

A: Either the **Authorized Official, Contractor, Recipient Project Manager, or Writer** can complete this form.

Q: What if individual names are not showing up in the drop down list?

A: The **Project Manager, Authorized Signatory, and Billing Contact** must each have a SAW account in order for the **Authorized Official** to set them up at your organization's level. This is how the drop down list names get pre-populated.

Other recipient signatures on printed agreement

To Add a Row

Enter a name and title.
When done, click the **SAVE** button.
After SAVE, a new row will appear

To Delete a Row

In the row you want to delete, remove the information in the Name and Title textboxes.
When done, click the **SAVE** button.
After SAVE, the row will be deleted

Name	Title
<input type="text"/>	<input type="text"/>

Reference Tool: For managing permissions and roles in EAGL refer to the **Managing Recipient Roles Tip Sheet** at: <http://www.ecy.wa.gov/funding/ManagingRecipientRolesTipSheet.pdf>

THA - APPLICATION INSTRUCTIONS FOR EAGL

Location Information

Provide the location information about where the project work will be performed. You will be asked whether your project is statewide or not. Most projects are not statewide. If you choose no, then you will be asked to provide the Ecology Region, County, and Congressional and Legislative District, and the Water Resource Information Area (WRIA). If you know the Latitude and Longitude, please enter it in the boxes provided.

The screenshot shows the EAGL application interface. At the top is a navigation bar with links: My Home, My Applications, My Reports & Payment Requests, My Reports, My Training Materials, My Organization(s), and My Profile. Below this is a status bar with buttons: SAVE, PRINT VERSION, ADD NOTE, and CHECK GLOBAL ERRORS. A message box indicates 'Page Information: The information has been saved.' Below this is a 'Back' button and document information: 'Document Information: SEATHA-VER2-RTO-00019' and a 'Details' link. The breadcrumb trail shows 'You are here: > Application Menu > Forms Menu > Application Forms'. The main section is titled 'LOCATION INFORMATION' with the instruction 'Provide location information about the work being performed'. Below this are 'Instructions' for filling out the form. The form itself includes a 'Statewide' checkbox (set to 'No'), followed by dropdown menus for Ecology Region, County, Congressional District, and Legislative District, each with an associated percentage field. There are also WRIA dropdown menus and percentage fields. At the bottom are fields for Latitude and Longitude, each with a 'Click here to view map' link.

Page Information
The information has been saved.

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You are here: > [Application Menu](#) > [Forms Menu](#) > Application Forms

LOCATION INFORMATION

Provide location information about the work being performed

Instructions:

- Please select a value in the drop down list for each field
- Required fields are marked with an *
- Next, enter a percentage in the Percent field
- When done, click the **SAVE** button
- After SAVE a new row will appear
- Repeat these steps for each location
- To Delete a row, Select the empty value at the top of the drop down list
- Remove the percentage
- When done, click the **SAVE** button

Statewide * ☐ Yes ☒ No

* Ecology Region	<input type="text" value="Central"/>	<input type="text" value="100"/>	%
* Ecology Region	<input type="text"/>	<input type="text"/>	%
Click here to view map			
* County	<input type="text" value="BENTON"/>	<input type="text" value="100"/>	%
* County	<input type="text"/>	<input type="text"/>	%
Click here to view city/county list			
* Congressional District	<input type="text" value="District 04"/>	<input type="text" value="100"/>	%
* Congressional District	<input type="text"/>	<input type="text"/>	%
Click here to view map			
* Legislative District	<input type="text" value="District 08"/>	<input type="text" value="80"/>	%
* Legislative District	<input type="text" value="District 16"/>	<input type="text" value="20"/>	%
* Legislative District	<input type="text"/>	<input type="text"/>	%
Click here to view map			
* WRIA	<input type="text" value="37 - Lower Yakima"/>	<input type="text" value="100"/>	%
* WRIA	<input type="text"/>	<input type="text"/>	%
Click here to view map			
Latitude (expressed in decimals)	<input type="text" value="48.273272"/>		
Longitude (expressed in decimals)	<input type="text" value="-119.478139"/>		

Typical THA projects are not statewide projects. You will choose **No** here.

Even if your project has a statewide significance component – we asking for you to describe where the project is located.


If your project is in an area where it crosses between regions and Congressional and Legislative Districts, the system allows you to enter each of these separately and you can enter the applicable percentage in the percentage data field. Hit the **SAVE** button to get additional fields displayed. **Maps** are available to assist you.

It is ideal for you to enter both the latitude and longitude coordinates of your project (six digits after the decimal point). The information will be useful for Ecology for planning purposes.


THA - APPLICATION INSTRUCTIONS FOR EAGL

Scope of Work (SOW) – Task 1 Project Administration / Management

Task 1 is pre-populated in the application, you will only need to enter the total cost for Task 1. *The task 1 deliverable due dates can be left blank for now and negotiated later with your Project Manager, if your project is chosen to be funded.*


 **DEPARTMENT OF ECOLOGY**
State of Washington

Ecology's Administration of Grants & Loans (EAGL)



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SCOPE OF WORK - TASK 1 PROJECT ADMIN

Instructions:
Please enter Task Cost
When done, click the **SAVE** button

Task Number1

Task TitleProject Administration/ManagementTask Cost\$0*

Task Description

A. The RECIPIENT will administer the project. Responsibilities will include, but not be limited to: maintenance of project records; submittal of requests for reimbursement and corresponding backup documentation, progress reports and recipient closeout report (including photos); compliance with applicable procurement, contracting, and interlocal agreement requirements; application for, receipt of, and compliance with all required permits, licenses, easements, or property rights necessary for the project; and submittal of required performance items.

B. The RECIPIENT must manage the project. Efforts will include: conducting, coordinating, and scheduling project activities and assuring quality control. Every effort will be made to maintain effective communication with the RECIPIENT's designees; ECOLOGY; all affected local, state, or federal jurisdictions; and any interested individuals or groups. The RECIPIENT must carry out this project in accordance with any completion dates outlined in this agreement.

Task Goal Statement


Properly managed project that meets agreement and ECOLOGY administrative requirements.

Task Expected Outcomes

* Timely and complete submittal of requests for reimbursement, quarterly progress reports and recipient closeout report.
* Properly maintained project documentation

Recipient Task Coordinator

Joe Dogood

 **Deliverables**

Deliverable #	Description	Due Date	Received? (ECY Use Only)	EIM Study ID	EIM System Link	Latitude	L
1.1	Quarterly Progress Reports		<input type="checkbox"/>				
1.2	Recipient Closeout Report		<input type="checkbox"/>				

Progress reporting requirements must be done as part of the grant; however, this may be provided by the jurisdiction at \$0.00 cost to the grant, thereby leaving more funds for direct project implementation. If you choose to do this, then you can enter \$0.00 here, as the *EXAMPLE* shows. Otherwise, enter your projected administrative task costs here.

THA - APPLICATION INSTRUCTIONS FOR EAGL

Scope of Work (SOW) – Additional Tasks

The additional tasks are not pre-populated in the application so **you will need to provide a detail for each task which includes task titles and descriptions, specific goals and quantifiable outcomes, task costs and deliverables.** To enter additional tasks hit the “ADD” button. The system automatically assigns the task number for you.

A space is provided in the application for a “Task Coordinator” – you do not need to fill this in unless you know at the time of application that you will have different coordinators for different tasks. **To enter additional tasks hit the “ADD” button at the top of the screen.**

THA - APPLICATION INSTRUCTIONS FOR EAGL

Scope of Work (SOW) – Additional Tasks (continuation of screen details)

As you enter your tasks deliverables, the system automatically assigns a **number** to it.



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SCOPE OF WORK - ADDITIONAL TASKS

Instructions:

Please enter all task information
Next enter the first deliverable
Required fields are marked with an *
When done, click the **SAVE** button.
After SAVE a new row will appear
Continue entering deliverables, clicking the SAVE button after each
To add a new task, click the Add button

Task Number 2

Task Title *

Task Description A. The RECIPIENT will facilitate the removal of approximately one of the lower TEST River. The RECIPIENT will select two priority salmon spawning site and its associated side channel and a separate and juvenile rearing areas must be cleared of stargrass because the flow, increased sedimentation, and elevated water temperatures.

B. The RECIPIENT will recruit, hire and train a crew leader that is stargrass removal, as well as a crew of three workers. Training will impacts of excessive stargrass growth on the lower TEST River. The the crew will use a safe, sloping water access as a single point of e

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Task Goal Statement The goal of removing stargrass is to restore traditional salmon spawning channel juvenile nursery habitat. The project has great potential to temperature, low dissolved oxygen and high pH in the immediate p

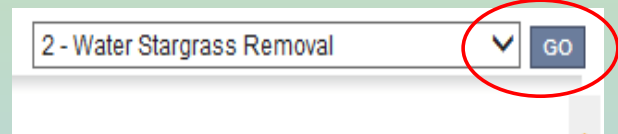
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Task Expected Outcomes 1. Approximately one acre of stargrass will be pulled by hand, collected and disposed of. 2. WCC crews will assist with stargrass removal at no cost to the p drought and firefighting responsibilities.

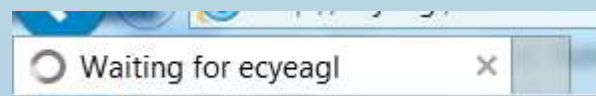
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Recipient Task Coordinator

HELPFUL TIP: As you add tasks to your SOW hit the **SAVE** button for each task form. To locate and edit them, click on the **drop down list**, choose the task, and then click the **GO** button, as shown in the graphic below. Edit your task form as needed and then hit the **SAVE** button, again. You can do this as many times as you need to.



EAGL is a web-based system –dependent on how fast or slow your browser talks to the EAGL system. You may see a spinning gray circle in the left top corner of your browser – this means it is in the process of collecting your new data entries within EAGL.



After your browser has completed its communication with the EAGL system you should see gray circle go away and the e-browser icon appear. It is ready you to enter new data.



THA - APPLICATION INSTRUCTIONS FOR EAGL

Scope of Work (SOW) – Additional Tasks (continuation of screen details)

As you enter the additional tasks – you will notice the pencil on paper icon doesn't show up. This is the only form that doesn't show this. What it does show is multiple papers and then how many tasks you've entered in parentheses.



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Application Menu - Forms

Please complete all required forms below.

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Funding Program Guidelines				
	Terry Husseman Account Application Instructions			
	Terry Husseman Account Guidelines			
Application Forms				
	General Information			
	Statutory or Regulatory Authority			
	Project Type Explanation			
	Recipient Contacts			
	Location Information			
	Scope of Work - Task 1 Project Admin			
	Scope of Work - Additional Tasks (3)			
	Scope of Work Summary			
	Budget Task Cost			
	Uploads			



Each form will have an icon to the left indicating it is a **blank form**. Once you fill out and **SAVE** each form, the icon will change.



It will now be a **pencil on paper**, indicating the form has been filled out and saved.

However, the **Scope of Work – Additional Tasks** page will not have a pencil on paper icon. It will show multiple papers and how many tasks you've entered in parentheses.

THA - APPLICATION INSTRUCTIONS FOR EAGL

Scope of Work (SOW) Summary

The Scope of Work Summary page shows all of your task titles and budget task totals on one page.

DEPARTMENT OF ECOLOGY
State of Washington

Ecology's Administration of Grants & Loans (EAGL)

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SAVE PRINT VERSION ADD NOTE CHECK GLOBAL ERRORS

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SCOPE OF WORK SUMMARY

Instructions:
Review the following information.
When done, click the **SAVE** button.

Task Title	Task Cost
Project Administration/Management	\$1,400.00
Water Stargrass Removal	\$9,230.00
Water Stargrass Compost and Outreach	\$1,888.00
Project Final Report	\$1,482.00
	\$14,000.00

Total Eligible Costs (from the General Information Form)
\$14,000.00

Remember to hit the **SAVE** button.

The **Scope of Work Summary** page is a rollup of your SOW. It shows your project's task titles and task costs – on one page.

This is an EXAMPLE of a Scope of Work Summary page.

Navigation Links

Status	Page Name	Note	Created By	Last Modified By
	General Information		Test, ECVTest 7/7/2016 5:11:22 PM	Test, ECVTest 7/8/2016 12:00:29 PM
	Statutory or Regulatory Authority		Test, ECVTest 7/8/2016 2:55:51 PM	
	Project Type Explanation		Test, ECVTest 7/9/2016 2:59:15 PM	Test, ECVTest 7/9/2016 2:59:36 PM
	Recipient Contacts		Test, ECVTest 7/9/2016 5:39:51 PM	
	Location Information		Test, ECVTest 7/9/2016 5:44:24 PM	Test, ECVTest 7/9/2016 5:46:32 PM
	Scope of Work - Task 1 Project Admin		Test, ECVTest 7/10/2016 6:56:02 PM	Test, ECVTest 7/10/2016 7:23:43 PM
	Scope of Work - Additional Tasks (3)		Test, ECVTest 7/10/2016 7:31:30 PM	Test, ECVTest 7/10/2016 7:59:41 PM
	Scope of Work Summary		Test, ECVTest 7/10/2016 6:56:02 PM	Test, ECVTest 7/10/2016 10:49:20 PM
	Budget Task Cost		Test, ECVTest 7/10/2016 10:21:10 PM	
	Uploads			

THA - APPLICATION INSTRUCTIONS FOR EAGL

Budget Task Cost

The **Budget Task Cost** form requires you to fill in both the 1st Fiscal Year & 2nd Fiscal Year columns, for all Tasks; otherwise, you will get an error message, like this.

The screenshot shows the EAGL (Ecology's Administration of Grants & Loans) interface. At the top, there's a header with the Department of Ecology logo and navigation links: My Home, My Applications, My Reports & Payment Requests, My Reports, My Training Materials, My Organization(s), and My Profile. Below the header, there are buttons for SAVE, PRINT VERSION, ADD NOTE, and CHECK GLOBAL ERRORS. A message box states: "Your information has been saved and the following Page Error(s) have been found. 1st Fiscal Year & 2nd Fiscal Year columns are required, for all Tasks." Below this, there's a "Back" button and document information: SEATHA-VER2-RTO-00009. A breadcrumb trail shows: You are here: > Application Menu > Forms Menu > Application Forms. The main section is titled "BUDGET TASK COST". It includes instructions: "Please fill in the appropriate fields. Required fields are marked with an *. When done, click the SAVE button." It also states: "If you have added or made any changes to the Scope of Work before visiting this form, please save the Scope of Work Summary form prior to updating this form." Below this, it says: "Estimate your proposal's total budget needs by task and by element for Fiscal Year (FY) 1, Fiscal Year 2 and beyond." and "Fiscal Years run from July 1st to June 30th. For Example, FY 15 = July 1, 2014 to June 30, 2015". A table shows "Total Eligible Costs (from General Information form)" with a value of "\$50,000.00". At the bottom, there's a section for "Additional Comments" with a scroll bar and a "0 of 2000" indicator. Two callout boxes provide instructions: "Use Right side scroll bar to scroll up and down." and "Use Bottom scroll bar to scroll left to right."

BUDGET TASK COST

Instructions:
Please fill in the appropriate fields.
Required fields are marked with an *.
When done, click the **SAVE** button.

If you have added or made any changes to the Scope of Work before visiting this form, please save the Scope of Work Summary form prior to updating this form.

Estimate your proposal's total budget needs by task and by element for Fiscal Year (FY) 1, Fiscal Year 2 and beyond.

Fiscal Years run from July 1st to June 30th. For Example, FY 15 = July 1, 2014 to June 30, 2015

Total Eligible Costs (from General Information form)
\$50,000.00

Additional Comments

0 of 2000

HELPFUL TIP: The system uses scroll bars for navigating on the form - since this screen is capable of holding multiple task cost information:

- **Right** side scroll bar allows you to **scroll up and down**.
- **Bottom** scroll bar allows you to scroll **left to right**.

THA - APPLICATION INSTRUCTIONS FOR EAGL

Budget Task Cost (continued)

The **Budget Task Cost** form requires you to fill in both the 1st Fiscal Year & 2nd Fiscal Year columns. The system requires a character, even if \$0, in the fiscal year 1 or 2 columns. So for instance, if \$0 is being spent for a particular task or element during fiscal year 1 or 2, enter \$0 instead of leaving the cell blank. This will prevent an error message from showing up.

By Task

Task Title	Task Cost	*1st Fiscal Year	*2nd Fiscal Year	Additional Fiscal Years	-
Project Administration/Management	\$0	\$0	\$0		
Cap exposed historic landfill with imported clay	\$2,200.00	\$1,100.00	\$1,100.00		\$2,
Re-Armor Shoreline	\$6,000.00	\$3,000.00	\$3,000.00		\$6,
Create low angle shoreline	\$21,000.00	\$10,500.00	\$10,500.00		\$21
Import and install Large Wood Debris (LWD)	\$1,100.00	\$550.00	\$550.00		\$1,
Import and install sandy gravel	\$11,000.00	\$5,500.00	\$5,500.00		\$11
Install washed pea-gravel lens at the toe of slope	\$7,400.00	\$3,700.00	\$3,700.00		\$7,
Installation of upland native landscaping	\$1,300.00	\$650.00	\$650.00		\$1,
Beach Cleanup	\$0	\$0			
Total	\$50,000.00	\$25,000.00	\$25,000.00	\$0	\$50

By Element

Element	*1st Fiscal Year	2nd Fiscal Year	Additional Fiscal Years	-
Salaries ¹				
Benefits ¹				
Salaries and Benefits Combined ¹				
Contracts				
Travel				
Equipment ²				
Goods/services ³	\$25,000.00	\$25,000.00		\$50
Overhead ⁴				
Total	\$25,000.00	\$25,000.00	\$0	\$50

Budget tasks and elements entered on this form should be for those funded by THA. Other contributing funds can be identified through supporting documentation and can also be entered on the task information, if you so choose.

THA - APPLICATION INSTRUCTIONS FOR EAGL

Uploading information into EAGL

You will be able to upload relevant supporting documents such as:

- Maps, aerial photos, and other graphics that clarify the proposed location and/or help to illustrate the project purpose or tasks.
- Evidence of support from and coordination with relevant stakeholders, including local governments, tribal governments, and others.

For each attachment, provide a brief description of the document and then attach by browsing for that document.

Uploading Information Tip Sheet for EAGL

For additional instructions regarding uploading required document information into EAGL please reference the [Recipient Uploads Tip Sheet](http://www.ecy.wa.gov/funding/RecipientUploadsTipSheet.pdf)
<http://www.ecy.wa.gov/funding/RecipientUploadsTipSheet.pdf>

THA - APPLICATION INSTRUCTIONS FOR EAGL

Submitting your Application

Before leaving the **Application Menu – Forms** page double check the icons next to each of your forms:



If you have a **Global Error** icon you will need to go back to the form, edit and resave it.



If all of your forms have the **pencil on paper** icon then you can proceed in the submittal process.



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Application Menu - Forms

Please complete all required forms below.

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If you get a **Global Error** icon on any of your forms you will need to go back to the form, edit as indicated and resave it.

Forms

Status	Page Name	Note	Created By	Last Modified By
Funding Program Guidelines				
	Terry Husseman Account Application Instructions			
	Terry Husseman Account Guidelines			
Application Forms				
	General Information			
	Recipient Contacts			
	Location Information			
	Scope of Work - Task 1 Project Admin			
	Scope of Work - Additional Tasks (8)			
	Scope of Work Summary			
	Statutory or Regulatory Authority			
	Project Type Explanation		ECYTest Test 5/11/2016 4:20:31 PM	ECYTest Test 5/13/2016 3:39:24 PM
	Budget Task Cost		ECYTest Test 5/10/2016 3:03:02 PM	ECYTest Test 5/12/2016 5:17:42 PM
	Uploads			



Look for the **pencil on paper** icon to ensure you have filled in and **saved** the forms.

Note: The **Scope of Work – Additional Tasks** forms will not show the pencil on paper icon since it involves multiple forms within it.

After this is done, then click on your **Document #**, which takes you back to the **Application Menu** where you began.

THA - APPLICATION INSTRUCTIONS FOR EAGL

Submitting your Application (continued)

On the **Application** Menu page – click on the **View Status Options** button, located under the **Change the Status**.



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Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	Rollover Test Organization	Authorized Official	Application In Process	N/A - N/A N/A

View, Edit and Complete Forms

Select the **View Forms** button below to view, edit, and complete your application, funding agreement, and/or amendment forms. The document's current status and your role determines which forms are editable.

[VIEW FORMS](#)

Change the Status

Select the **View Status Options** button below to change the status of your application, funding agreement, and/or amendment. You submit your application and request amendments through the status options.

[VIEW STATUS OPTIONS](#)

Click on the **View Status Options** button, under the **Change the Status** – this takes you to the **Application Menu – Status Options** screen.

Access Management Tools

Select the **View Management Tools** button below to see tools and options available for your application, funding agreement, and/or amendment. You can review status history, role assignments, check for errors, create print versions, and more.

[VIEW MANAGEMENT TOOLS](#)

Examine Related Items

Select the **View Related Items** button below to initiate and view sub documents such as Payment Request/Progress Reports, Equipment Purchase Reports, Site Visit Reports, and Close Out Reports.

[VIEW RELATED ITEMS](#)

THA - APPLICATION INSTRUCTIONS FOR EAGL

Submitting your Application (continued)

You must be on the **Application Menu - Status Options** page – to submit your application, (or cancel it).



If you get **Global Errors** - you will want to go to the actual form, the error message notes, edit it, and resave each of the forms in the order the forms are listed in the **Forms Menu**.

THA - APPLICATION INSTRUCTIONS FOR EAGL

On the **Agreement** page – a text box is provided for you to include notes about the status change, if you like.

You will be given the choice of two buttons to choose from:

1. **I Agree** – which allows you to submit your application and you will receive a system generated email.
2. **I Do Not Agree** – which means your application will not be submitted.



Agreement

Please make a selection below to continue.

By selecting the "I Agree" button below, I attest that I am a duly authorized representative of the Applicant, and have been authorized by Applicant to submit this application. I certify that the information submitted here within is true and correct to the best of my knowledge and belief.

If you would like to include notes about this status change, please supply them below.

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I AGREE **I DO NOT AGREE**

If you choose **I AGREE** your application will be submitted and you will receive a system generated message "Congratulating you for your successful application submittal." If you choose **I DO NOT AGREE** your application will NOT be submitted.

If you have chosen, I Agree, then congratulations your Application has been successfully submitted! The Current Status of your Document # is now showing **Application Submitted**.



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Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	Rollover Test Organization	Authorized Official	Application Submitted	N/A - N/A N/A

Current Status:
Application Submitted

You will be contacted by Ecology regarding how your project scored in the evaluation process.

For any comments or questions, please contact Amy Krause at 360.407.7107.